



COMMISSION COMMENTS

Volume 1, Issue 2

May 2003

Job postings

Did you know that the Commission posts job openings on its website? Simply go to www.csc.columbus.gov, and click on Job Openings to see current job vacancies and upcoming competitive and promotional civil service exams. For current job vacancies, you can fill out the applicant response form online and send it directly to the department that has the vacancy. You must have an E-mail address to send in your response form online.

Of course, all vacancies and exam announcements are still posted at the Commission offices on the 6th floor of the Beacon Building, 50 West Gay Street. The Applicant Services Counter is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Your department or division may also have an area designated for job postings. The Commission is no longer mailing out job postings to City departments or outside agencies. However, the Commission is notifying department human resources personnel by E-mail when new postings occur. This

notice prompts them to access our website and print new postings. If you are unsure whether or not your department posts job openings, please contact your human resources section. Department personnel who have questions about the job announcement process can contact Sheri LaVette at 645-7708.

Another way to find out about job openings is by calling the Commission's Job Line at 645-7667. The most convenient way to find out about job openings is by completing and submitting a Job Class Interest Sheet. For six months immediately following the date you submit it, you will receive notification any time a position or examination you indicated interest in becomes open for applications or testing.

Questions about this information can be directed to the Commission's Applicant Services Counter, Monday through Friday, 8 a.m. to 4:30 p.m. at (614)645-8369.

Inside this issue:

New Commissioner Appointed	2
Meet Commission Employee Jane Angel	2
We're Still Testing!	2
Piedmont Testing Center	3
Everything You Ever Wanted to Know...	4

Special points of interest:

- Employment Definitions
- New Commissioner Appointed
- Saving City \$\$\$
- Comprehensive Information Guide now available on web site.

part-time, limited & seasonal — what do they mean?

Some employees with the City of Columbus have a condition of employment when they are hired. The conditions of employment are part-time, limited, and seasonal.

Full-time employment means an employee is hired to work 40 hours per seven calendar days for a period of 52 weeks in a calendar year.

(Continued on page 4)

New Commissioner appointed



Mayor Michael Coleman has appointed Mary Jo Hudson to the vacant position on the Civil Service Commission with a term expiring February 1, 2008. Commissioner Hudson is an attorney with the national law firm Arter & Hadden, LLP, where her practice emphasizes corporate and commercial law. Ms. Hudson served as Special Assistant to the Mayor and on the City of Columbus' Community Relations

Commission prior to joining the Civil Service Commission. She is a delegate to the Ohio State Bar Association Council of Delegates. She is also on the Board of Directors of the Women's Fund of Central Ohio, the Human Rights Campaign and United Way of Central Ohio. Ms. Hudson received her law degree from the University of Cincinnati College of Law in 1988 and her B.A. in Public Administration from Miami University in 1985.

Meet commission employee...Jane Angel!

Most everyone employed by the City has met Jane Angel - she conducts pre-employment interviews for new and promoted employees. Jane is our Human Resources Representative and has been employed by the City of Columbus, Civil Service Commission for 21 years. Jane's duties consist of evaluating applications for City employment, verifying employment eligibility credentials, handling background and drug screening, discussing and resolving minimum qualifications relating to eligibility issues, ensuring new hires satisfactorily comply with the City's residency requirements, and consulting with city-



wide human resource personnel.

Originally from Atlantic City, NJ, Jane has spent the majority of her life in Columbus. She graduated from St. Mary's High School in German Village and was employed by International Harvester for 18 years prior to her city employment. Jane enjoys working with people and her hobbies include traveling and gardening.

Jane has been married to Ken for 30+ years. They are the proud parents of two grown children, Christie and Brent.

We're still testing!

It may seem confusing that there are positions available with the City of Columbus since we are currently under serious budget constraints. Each department has had to make adjustments and will continue to adjust as needed to accommodate the budget. Aside from that, we still experience the normal turnover, and some departments may need to hire positions to help with their adjustments. All departments must continue to provide the level of service the citizens of Columbus have come to expect.

With that, the Civil Service Commission must continue to maintain eligible lists so that when a department does have a vacancy there is a list available from which to hire. When the test is administered there may not be an immediate vacancy but Civil Service will maintain the list, normally for a period of two (2) years. During that time, if a vacancy occurs the department can hire from the eligible list.



The Equipment Operator I examination was administered this Spring.

Therefore, continue to check the website at www.csc.columbus.gov, call the Job Line at (614) 645-7667, call our employment consultant at (614) 645-7708, and visit us at 50 West Gay Street, 6th floor.

Piedmont Testing Center: Saving the City Money

In August 2001, the Commission began using our new testing center located in the same building as the Human Resources Training Center at 750 Piedmont Road. Prior to the completion of this testing center, the Commission was forced to lease facilities large enough for large-scale testing such as Police Officer and Firefighter. In addition to the high costs associated with leasing these large facilities, the Commission also had to lease the furniture and equipment needed to administer these exams, including audio and visual equipment. Some of these facilities were not up to our standards and did not include restrooms or running water.

In order to reduce these repeated and high costs, the Civil Service Commission took the money budgeted for one year of facility, furniture, and equipment rental, and worked with the Facilities Management Division to have the north end of the 750 Piedmont building renovated for use as a large testing center. The Piedmont testing facility includes oral board suites and preparation rooms, a staff room, a large testing room equipped with permanent audio and visual equipment, and portable folding walls.

Each of the eight oral board suites is equipped with a TV monitor, VCR, and video camera. The oral board suites are used primarily to administer the oral board portion of the entry-level and promotional uniformed exams for the divisions of Police and Fire, but they are also used for the oral board component of other, nonuniformed examinations, such as Health Education Program Planner.

In addition to the oral board suites, there are also two Prep Rooms used to review oral board instructions with



Firefighter candidates are tested on their stair-climbing ability at the Piedmont testing facility.

the candidates prior to their oral board, which also gives the candidates the opportunity to plan their approach to their oral board examination.

The grading of most exams administered at Piedmont is done in the fully equipped Staff Room. Having this space available in which to do grading assists in enhancing test security.

The large testing room is used for administering not only the written and multiple-choice portions of the police and firefighter examinations, but also for administering the physical capabilities portion of these examinations. The large portable folding walls are used in the large testing room, and elsewhere in the facility, to direct the traffic flow of applicants, and also to allow a measure of privacy for those taking the physical capabilities component of these examinations.

In late 2002, one of the final touches of the Piedmont testing facility was completed – the permanent installation of audio/visual equipment in the large testing room. The completion of the Civil Service Commission Piedmont Testing Center enabled a significant cost savings to the City of Columbus while it contributed to the standardization of our test administrations and overall comfort of our applicants.



Commission staff member Laura Wright times a Firefighter candidate as he completes part of the physical capabilities examination.

Civil Service Commission

50 West Gay Street, Room 500
Columbus, Ohio 43215-9038
Phone: 614-645-8300
Fax: 614-645-8379
Email: CivilService@columbus.gov

www.csc.columbus.gov

Commission Comments brought to you
courtesy of:

Michael B. Coleman, Mayor
Priscilla R. Tyson, President
Grady L. Pettigrew, Jr., Member
Mary Jo Hudson, Member
Barbara McGrath, Executive Director

Brenda Sobieck, Editor
Joey Faber, Assistant Editor

Articles and information contributed by
Newsletter Committee:

Jane Kellermeyer Sheri LaVette
Sonya Moore Laura Wright

Meet with the Civil Service Employment Consultant!

Thursdays, 8:00 a.m.—4:30 p.m.
50 West Gay Street, 6th floor
No appointment necessary!

**“To find out what one is fitted to do,
and to secure an opportunity to do it,
is the key to happiness.” - John Dewey**

Everything You ever wanted to know...

In the last issue of Commission Comments we announced that we would soon have a Civil Service Commission Information Guide available on our web site. The Guide has now been posted so be sure to take the time to check out this comprehensive guide. From the Civil Service Commission home page at www.csc.columbus.gov follow the “Employment Tips” link on the left side. You can either view the Information Guide within the website itself, or you may download an Adobe Acrobat file.

The Information Guide is chock full of just about everything you ever wanted to know about obtaining employment with the City of Columbus. The guide includes an overview of the Civil Service Commission and explains why examinations are necessary, the different types of examinations given, how exams are scored, what happens after the exam, civil service terminology, eligible lists, test taking strategies and more! If you or someone you know is looking for new employment with the City of Columbus or if you are already an employee and are looking for a different position, or, just want to know more about how the Civil Service Commission functions and what our mission is, don't miss this extraordinary resource!

part-time, limited & seasonal—what do they mean?

(Continued from page 1)

Part-Time

Part-time employment is any employment that does not meet the full-time criteria either with respect to the number of hours per week worked or the number of weeks worked per year. Anything less than 40 hours per week is considered part-time.

Limited

The limited status puts the employee on notice of an employment condition which could change; e.g., the funding source could be eliminated. When a limited appointment ends, the employee hired under that condition is terminated. There are two common

situations in which limited positions occur: 1) when positions are funded by a year-to-year grant to carry out a specific mission; 2) when positions have alternate incumbents; e.g., an employee is hired on a limited basis to fill a position for an employee who has taken a leave of absence due to a disability or other reason.

Seasonal

Seasonal employment is by definition always part-time. Only certain job classes are eligible for seasonal employment. The seasonal designation allows employees to return to active job status in subsequent seasons without the necessity of repeatedly going through the selection process.